



SUSAN E. BOGGS

Profile

To ensure the effective management and conservation of our precious marine resources so that many generations in the future can enjoy the same memorable events and wonderful days of fishing that I have.

Experience

2004 - Present B&D Maritime, Inc. Orange Beach, AL

Owner

- Responsible for day to day operations including but not limited to accounts payable and accounts receivable, human resources, ordering, scheduling, training, bank deposits & transfers, filing monthly state consumer use & sales tax reports, maintain filing system

2004 - 2012 Brett/Robinson Gulf Corp Gulf Shores, AL

Maintenance Office Administrative Supervisor

- Assist maintenance director and 2 to 17 managers/supervisors.
- Assist with implementation of new work order software system.
- Coordinate payroll for up to 100 plus employees.
- Manage the processing of work orders for 2,000 plus condominium units and 18 associations.
- Process all maintenance department purchase orders for payment
- Coordinate and schedule with sub-contractors to complete major projects such as glass replacement, balcony door replacement and PRV replacement.
- Assist purchasing department with inventory control.

2003 - 2004 Brett/Robinson Gulf Corp Gulf Shores, AL

Association Accounts Payable

- Accounts payable for fifteen Condominium Owner Associations.
- Assist association manager.
- Bank deposits & transfers, responsible for quarterly tax deposits, file monthly state consumer use & sales tax reports, prepare annual Form 1099, maintain filing system, and maintain insurance files for all properties.

2002 - 2003 The Marine Group Orange Beach, AL

Sales Secretary

- Answer telephones.
- Maintain listings on three websites.
- Assist brokers with closings of vessels.

2001 - 2003 Orange Beach Fishing Assoc Orange Beach, AL
Part-time

Office Administrator

- Accounts payable, accounts receivable, answer all e-mail correspondence, maintain website, bank deposits.
- Coordinate the annual October Fishing Rodeo.
- Coordinate publication of the annual Charter Boat Directory.
- Liaison to the Alabama Gulf Coast Convention and Visitors Bureau.

1998 - 2000 Zeke's Landing Restaurant Orange Beach, AL

Office Administrator

- Accounts payable, general office duties.
- Assisted with health insurance.
- Coordinated payroll for 75 plus employees.
- Assisted in preparation of SBA loan package.

Education

2000 – 2002 Faulkner State Comm College Gulf Shores, AL

- General business studies

1988 – 1989 American Trades Institute Hurst, TX

- Secretarial program
- Graduated top of class

1986 - 1987 University of North Texas Denton, TX

- General business studies

**Professional
Memberships**

- Alabama Gulf Coast Reef & Restoration Foundation - Board Member
- Charter Fisherman's Association – Board Member
- Coastal Alabama Business Chamber – Board Member & Vice-Chair of Marine Trades
- Gulf Shores / Orange Beach Tourism – Board of Director